

Downtown Providence District Management Authority

Board of Directors Meeting

Thursday, March 16, 2006

1. Roll Call

Director Gagliardi called the meeting to order at 9:00AM. Directors present included Michael Corso, Robert Gagliardi, Tina Harlow, Richard Lappin, and Maria Ruggieri. Directors Evan Granoff, Joseph Paolino, Sr. Christopher Placco and Stanley Weiss were absent.

The Providence Foundation staff present included Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Steve Gibson, President; Frank LaTorre, Director of Public Space; and Leslie Huikko, Office Manager. Block-By-Block staff present included Frank Zammarelli, Operations Manager.

2. Approval of Minutes of the 2/16/06 and 3/02/06 meetings

Director Gagliardi motioned to approve the minutes from February 16 and March 2 Board meetings. Director Lappin seconded the motion, and a roll call vote was taken as follows:

Director Corso yes

Director Gagliardi yes

Director Harlow yes

Director Lappin yes

Director Ruggieri yes

Therefore, the motion passed.

3. Financial Report

Steve Gibson presented the Balance Sheet and Surplus & Deficit Report. Jerry Sansiveri continues to work with Leslie and Steve to improve the format of the financials to accurately reflect the Assessment Revenue. The revenue from Unanticipated Assessment Revenue has been separated and a new line item formed. This line item reflects revenue collected during FY 2005-06 that was not included in the original budget and includes revenue from: parcels that have become taxable during this FY, tax-exempt parcels that have committed to payment during the FY, and parcels with increased assessed values that have begun to pay assessments based on the higher assessed value.

The Supplemental Collections Report indicates 99% of the assessment revenue has been collected for the first 4 quarters of operations. The 3rd quarter of FY 2005-06 is at 95% collected with payments still coming in. If the DID is successful in maintaining this collection rate through the end of the FY, it will come in well below the budgeted reserve for non/slow payment.

Mr. Gibson discussed the tasks and related timelines for budget planning for FY 2006-07. The proposed budget will be based on identified program needs and any adjustments to the assessment rate

will be driven by the identified needs. As was the process last year, the Executive Committee will meet prior to the next Board meeting on April 20th to discuss a draft of the 2006-07 budget. The draft budget resulting from the EC meeting will be brought to the full Board at the April 20 meeting and then presented at a public hearing.

There was a discussion regarding the surplus in the Block-By-Block line items, which are primarily the result of staff turn-over. According to Mr. Gibson, the turn-over rate in Providence is in alignment with national averages. Rates of pay were discussed and Mr. Zammarelli stated that BBB wages are competitive for similar jobs in this market. Staff who have been with BBB for a year will be receiving raises, and this will be factored into the draft budget.

The Board requested that the financial reports be added to the meeting agenda and draft minutes that are e-mailed on the Friday prior to meetings.

Director Lappin motioned to accept the financials as presented. Director Corso seconded the motion, and a roll call vote was taken, as follows:

Director Corso yes

Director Gagliardi yes

Director Harlow yes

Director Lappin yes

Director Ruggieri yes

Therefore, the motion passed.

4. Operations Committee Report

This committee met on March 14 and discussed Special Project priorities for the remainder of FY 2005-06 and suggested funding levels, as outlined below.

- \$10,000 for brick sidewalk “emergency” repairs by DID**
- \$14,000 for 2 of the 3 scheduled plantings for flower planters project with GroundWork Providence**
- \$1,000 for an engineer to work on the community information centers**
- \$2,500 for smoking butlers: pilot project to see if they are useful**
- \$10,000 carry forward as retained earnings into FY 2006-7**

There was a discussion about the possibility of the DID completing minor repairs on brick sidewalks. If the DID undertakes this project, it will need indemnification & liability insurance from the sub-contractor. It was agreed that hold harmless indemnification is an important issue to work out before committing to this. It was clarified that maintenance and repairs to sidewalks are the responsibility of the property owners. Alternatives to having the DID do the repairs include contracting it through the City or reimbursing property owners to complete repairs themselves. Next Steps: Frank LaTorre will speak with Block-By-Block about the possibility of using their staff for the project and with John Nickelson regarding the City’s ability to complete the work. Mr. LaTorre will continue to look for

maisons who would be willing to contract for these jobs. Mr. LaTorre will also identify areas that need repair and will obtain pricing quotes for each of the potential vendors.

The following items were identified as potential Special Projects for FY 2006-07

- purchasing corrals for newspaper vending machines**
- purchasing community information kiosks**
- participate in City Forrester's tree planting program**
- continued involvement with GroundWork Providence planter project**
- expansion of smoking butler program if pilot is successful.**

Director Lappin motioned to accept the spending recommendations brought by the Operations Committee with any necessary actions prior to the next full Board meeting being subject to the approval of the Chair and Vice Chair of the DPDMA Board. Director Corso seconded the motion, and a roll call vote was taken, as follows:

Director Corso yes

Director Gagliardi yes

Director Harlow yes

Director Lappin yes

Director Ruggieri yes

Therefore, the motion passed.

Director Lappin proposed that an ordinance committee would be useful for clearly defining the work of the DID and offered to co-chair

it. Discussion included the possibility of using an intern to research and gather copies of ordinances and a caveat to avoid having 2 committees working on the same issue. It was agreed that there would be adequate communication between committees to function efficiently. The committee would focus on the ordinances that most influence the work of the DID, including, but not limited to: alleys, sidewalk maintenance and repair, snow removal, noise and other quality-of-life issues.

Director Gagliardi motioned to form a DPDMA Ordinance Committee for the purpose of developing a comprehensive understanding of City ordinances to define DID priorities for addressing quality-of-life issues and identifying what we can reasonably expect in terms of enforcement. Director Corso seconded the motion, and a roll call vote was taken, as follows:

Director Corso yes

Director Gagliardi yes

Director Harlow yes

Director Lappin yes

Director Ruggieri yes

Therefore, the motion passed.

The areas of sidewalks in need of repair on Dorrance, Eddy, Mathewson, Washington, Westminster, and Weybosset are projected to be replaced by the end of 2006, per the timeline set forth by the committee. The project is currently in the process of securing bids

for the project. Will Gates continues to be involved in the planning and implementation process to represent the DID's interests.

The Streetlight committee, comprised of City officials, National Grid, Johnson Controls, Ed Shore (resident and contractor), Frank LaTorre, & Dan Baudouin is working to identify poorly lit areas and add proper lighting for public safety.

5. Marketing Report

The DID 1-year anniversary event is scheduled for April 4, 2006 at 11am in the courtyard between the Textron and Amica buildings. There was consensus that it is important for Board members to be present for the event, and reminder calls will be made.

The 2006 Marketing plan for the Providence Foundation is being developed and work groups have been formed to take an inventory of existing programs and to plan on-going events and define a brand for Downtown. Participants include PWCVB, the Chamber of Commerce, City officials, residents, and the DID.

The aluminum signs have been approved by all of the necessary people and quotes solicited. The contract is expected to be awarded soon. Locations for window posters will be determined as soon as possible.

6. Report from Urban Place Consulting and Director of Public Space

Mr. LaTorre attended a meeting at City Hall where enforcement of ordinances related to alleys were discussed. The City is prioritizing the enforcement of dumpster regulations and parking restrictions and will be having a series of meetings to publicize this effort.

The Responsible Hospitality Committee is attending Diesel hearings, and some members are serving as witnesses for the City Solicitor. The next hearing date is TBD. The committee agreed to a condensed list of action points, a copy of which is included in the agenda packet.

Frank also hoping to hire the Responsible Hospitality Institute to present a 2-day seminar in Providence and is starting to gather support for this effort. More details will follow at a later date.

7. Report from Block-By-Block

Frank Zammarelli attended a 3-day Block-By-Block Operations Manager training in Ohio, which was a good opportunity to share experiences and learn what's working in other BIDs. Mr. Zammarelli distributed February statistics. As of March, the Board will be able to compare monthly statistics with the same period last year.

Safety Team

A bicycle training will take place in the near future, as the weather will likely allow for bicycles to be used again soon. Mr. Zammarelli is conducting monthly training sessions on relevant topics for Safe Team Members, such as how to manage situations involving lost children, etc. BBB is supplying the Safe Team with new belts for

gear, waterproof parkas, and bike shoes that fit the pedals better than the regular uniform shoes. Safe Team members have contributed to 5 arrests over the last 2 weeks, recovered a lost wallet, a bank deposit bag from the Superior Court and assisted with a child who had barricaded himself in the restroom at KP.

A Special Projects Team member painted the liner can of the trash receptacle in front of 40 Fountain black so that Board members can consider it for the revised proto-type.

8. Other Business

None discussed.

9. Adjournment

The meeting was adjourned at 10:20 AM.

Respectfully Submitted,

Leslie S. Huikko

DID Office Manager